Q. What If I want to inspect my record at the Pullman Police Department?

The first question we will ask is, "Do you have a record with the Pullman Police Department?"

If you have never been arrested by and/or received a criminal citation from the Pullman Police Department, then you don't have an arrest record with our department. The intent of a personal record inspection is to allow individuals access to and the opportunity to review their own criminal history. If you have reason to believe we don't have accurate information on file (for example: charges were amended/dismissed), you can request to review what is on your record with our department free of charge.

However, if you were arrested by and/or received a criminal citation from another law enforcement agency, including the WSU Police Department, you *cannot* review those records at the Pullman Police Department. To review records with other agencies, you will need to contact the agency that is the custodian of those records.

Q. I have a record with the Pullman Police Department. How do I inspect my record?

To inspect your record with the Pullman Police Department, simply call the Records Department at **(509) 334-0802** to set up an appointment with one of our records specialists during normal business hours.

A personal record inspection free of charge. However, it is just an inspection; while you will be able to look at and review your record with the Pullman Police Department, you will not be reviewing entire case files or be given copies of your record. If after reviewing your record, you would like copies of your record and/or any affiliated case reports, you will need to submit a <u>public records request</u>

for a

copy of the police report(s)

Additional information from the Revised Code of Washington (RCW):

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RCW 10.97.080 Inspection of information by subject — Challenges and corrections.

All criminal justice agencies shall permit an individual who is, or who believes that he or she may be, the

The individual's right to access and review of criminal history record information shall not extend to data

Every criminal justice agency shall adopt rules and make available forms to facilitate the inspection and

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The Washington State Patrol shall establish rules for the challenge of records which an individual declar

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